

Job Title: TECHNICAL MANAGER III - IMPLEMENTATION SPECIALIST - IPR#46632

Agency : Department of Transportation

Closing Date/Time: 06/20/2023

Salary: \$4,765 - \$8,295 Monthly

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 1

Plan/BU: NR916 - Protech Teamsters

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the SuccessFactors employee career portal.

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

Agency Mission Statement:

The Illinois Department of Transportation is seeking to hire an Implementation Specialist.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement
- Employee Assistance Program and/or mental health resources

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

Job Responsibilities

This position is accountable for the fiscal management of assigned grant funded projects from the time the grant is awarded through final invoice. This position works in conjunction with the project manager to provide specialized guidance through the Grant Accountability and Transparency Act (GATA) application, agreement execution, and invoice processing. A key component of this position is the monitoring and tracking of projects through project close out while providing monthly and quarterly reporting. This is required to assist with the organizing, developing, and implementing of the annual State Planning and Research Program (SPR), Planning Fund (PL), and the Unified Work Program (UWP) for the Federal Highway Administration (FHWA) and the Federal

Transit Administration (FTA) transit studies grants applications. This position will assist in the development and management of the annual budget for the Office of Planning and Programming (OPP).

Annual office operation budget:	\$5.4 million
Annual work program budget:	\$60 million
Annual metropolitan planning programming:	\$29 million
Annual new grant agreements:	75+

This position reports to the Budget and Operations Manager. There are no subordinates reporting to this position.

This position works in an environment that is responsible for the fiscal management of assigned grant funded projects from the time the grant is awarded through final invoice. Key components of this position are the monitoring and tracking of projects through the final close out, providing monthly and quarterly reports, working with the Project Control Section to monitor Financial Integrity Review and Evaluation (FIRE) reports, and ensuring proper documentation for project close out.

Typical problems include analyzing and evaluating budgetary needs and formulating recommendations for ensuring the compatibility between those needs and available funding and recognizing/resolving technical and procedural conflicts. The greatest challenge to this position is knowing and interpreting state and federal rules and regulations as it relates to awarding and spending federal and state funds. Additionally, the incumbent may encounter difficulty while assisting grantees and/or project managers in understanding how to apply the rules and regulations as promulgated.

(Job Responsibilities continued)

The incumbent monitors projects and reports on their monthly and quarterly status; assists with annual budget administration to include the monitoring of all appropriations; performs quarterly agreement reconciliations to ensure spending is in accordance with the agreement; assists with the review and revision of the Operations Manual; monitors FIRE reports; and ensures the FHWA close out projects have the proper documentation for close out. S/He maintains accurate and timely obligation records to include executed agreements, time extensions, invoices, and final close out procedures with the Project Control Section; documents all issues related to the delayed execution of agreements; assists with the review and revision of the Operations Manual; and acts as the liaison between the Bureau of Planning staff, grantees, and program sponsors to ensure GATA compliance. S/He obligates grant agreements and professional service agreements in the Fiscal Operations and Administration (FOA) database. The incumbent reviews intergovernmental agreements and contracts. The incumbent needs to be able to recognize and resolve basic procedural issues as they arise and escalate as necessary.

The incumbent is given general latitude to accomplish responsibilities and refers matters of a non-routine nature to the Budget and Operations Manager with recommendations for resolution. The applicable federal rules and regulations fall under Federal Title 23 and Title 49 as well as Code of Federal Regulation 23 CFR 420 and 23 CFR 450. The applicable state rules and regulations fall under the Illinois Procurement Code as well as requirements set forth by GATA. S/He is constrained by applicable departmental, state, and federal rules and recommendations.

The incumbent will have internal contact with the project managers, metropolitan managers, OPP bureau chiefs, Project Control Section staff, and the Bureau of Business Services (BoBS) staff. External contacts include the FHWA staff, FTA staff, metropolitan planning organizations, vendors, grantees, and program sponsors. Occasional statewide and out-of-state travel with overnight stays is required.

The effectiveness of the incumbent is measured by his/her ability to develop reliable, accurate, and adequately documented status reports for each project within the time constraints while resolving problems associated with project implementation. Also, effectiveness will be measured by the expediency with which projects are moved from the application process to an executed agreement.

Principal Accountabilities

1. Monitors monthly and quarterly status on projects and reports.
2. Performs agreement reconciliations quarterly, and as needed, ensures spending is in accordance with the agreement.
3. Recognizes and resolves basic procedural issues with project managers, BoBS staff, and Project Control

Section staff as they arise and escalate.

4. Assists with the review and revision of the Operations Manual.
5. Documents issues pertaining to the delay of executing agreements quickly and accurately.
6. Reviews intergovernmental agreements and contracts.
7. Reconciles spending reports on an ongoing basis.
8. Approves invoices and tracks expenditures relating to executed grant agreements.
9. Obligates grant agreements and professional service agreements in the FOA database.
10. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
11. Performs other duties as assigned.

Qualifications

Position Requirements

- Education/Experience:
 - Completion of a bachelor's degree majoring in finance, business, economics, accounting, or project management; OR
 - Completion of two years of college plus two years of experience in finance with an emphasis on budgeting, account reconciliations, and monthly, quarterly, and annual fiscal reporting; project management; grant administration; implementation coordination; or a combination thereof; OR
 - Six years of experience in finance with an emphasis on budgeting, account reconciliations, and monthly, quarterly, and annual fiscal reporting; project management; grant administration; implementation coordination; or a combination thereof
- Valid driver's license
- Occasional statewide and out-of-state travel with overnight stays

Position Desirables

- Working knowledge of GATA requirements
- Knowledge of grant programs for large organizations
- Familiarity with fiscal reconciliation and fiscal problem solving
- Working knowledge of accounting principles
- Strong writing skills
- Proficiency with Microsoft Office Suite, Adobe Acrobat, and SharePoint
- Ability to establish and maintain effective and harmonious relationships

Work Hours: 8:00 AM - 4:30 PM Monday-Friday

Work Location: 2300 S Dirksen Pkwy Springfield, IL 62764-0001

Office: Office of Planning & Programming/Bureau of Planning

Agency Contact: DOT.CONTACTHR@ILLINOIS.GOV

Job Family: Transportation; Fiscal, Finance & Procurement; Legal, Audit & Compliance; Science, Technology, Engineering & Mathematics

APPLICATION INSTRUCTIONS

Use the "Apply" button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the Illinois.jobs2web.com homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the Illinois.jobs2web.com homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the career portal for State employees and review the Internal Candidate Application Job Aid

Non-State employees: on Illinois.jobs2web.com – click "Application Procedures" in the footer of every page of the website.

The main form of communication will be through email. Please check your "junk mail", "spam", or "other" folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com